

United States Department of Justice  
Office of the United States Trustee - Region 5  
Re: 05-01-NO  
400 Poydras Street, Suite 2110  
New Orleans, Louisiana 70130



# NOTICE OF VACANCY

Announcement Number: <b>05-01-NO</b>	Date: <b>04/10/2005</b>	Number of Vacancies: <b>1</b>	Closing Date: <b>05/02/2005</b>	Area of Consideration: <b>U.S. Citizens</b>
Location of Vacancy: <b>New Orleans, Louisiana</b>	Title Grade and Series: <b>ASSISTANT U. S. TRUSTEE, AD/301/00</b>	Salary Range: <b>\$100,000 - \$136,800 PER YEAR</b>		For Information: <b>Deborah M. Cryer 504-589-2666</b>

**Excepted Service Position:** This is a full-time excepted service position.

## Duties:

The incumbent is responsible for the administrative and legal management of the New Orleans, Louisiana, United States Trustee's office. Additionally, the incumbent is responsible for the supervision of the administration of Chapter 7, 11, 12 and 13 cases filed in the bankruptcy courts in the Eastern and Middle Districts of Louisiana. Responsibilities include but are not limited to the implementation of civil enforcement strategies to combat fraud and abuse in the bankruptcy system; litigating matters in court; maintaining and supervising a panel of private trustees; supervising the conduct of debtors in possession and other fiduciaries; and ensuring the violations of criminal law are detected and referred to the United States Attorney's Office for possible prosecution; managing the administrative, financial and personnel aspects of the office. Other duties as assigned. Occasional to frequent overnight travel is required.

## Qualifications:

Applicants must possess a Juris Doctorate degree and be an active member of the Louisiana bar or must pass the Louisiana bar within one year of hiring. Outstanding academic credentials are essential. Applicants must possess extensive management and supervisory experience.

Applicants must have at least seven (7) years of post J.D. experience in the practice of law, preferably in one of the following areas: bankruptcy, litigation, appellate, business, or financial. Familiarity with bankruptcy law; litigation experience and accounting principles, knowledge of business and financial matters, prosecutorial experience, and/or strong investigative skills are preferred.

Current salary and years of experience will be considered in determining the appropriate salary level.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education, training, and job related types of official recognition and supervisory appraisal of performance, if applicable.

**NOTE:** Relocation expenses are not authorized.

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit/Electronic Funds Transfer. If selected, a male applicant born after 12/31/59, and at least 18 years old, must be registered with the Selective Service System unless covered by an exemption under the Selective Service Law, in accordance with 5 U.S.C. § 3328, and must confirm his selective registration status.

**Information on how to apply for this position is continued on the following page.**

**HOW TO APPLY:** Applicants must submit one of the following to: U.S. Department of Justice, Office of the U.S. Trustee, ATTN: R. MICHAEL BOLEN, 400 Poydras Street, Suite 2110, New Orleans, LA 70130: a resume, an OF-612, Optional Application for Federal Employment; or a SF-171, Application for Federal Employment. Resumes must include information outlined in the U.S. Office of Personal Management's (OPM) flyer, OF-510, Applying for a Federal Job, full name, mailing address, phone number, social security number, country of citizenship and veterans' preference. Forms OF-510 and OF-612 may be obtained on OPM's web site [www.opm.gov/forms](http://www.opm.gov/forms). For more information on this vacancy announcement visit OPM's website, [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or call OPM's automatic telephone system at 703-724-1850 or TDD at 478-744-2299. In addition, current/former Federal applicants must submit a performance appraisal issued within the last 12 months and the latest SF-50, Notification of Personnel Action.

**Applications must be postmarked no later than midnight of the closing date and received within 5 calendar days. Applications received in government postage paid envelopes, by fax or e-mail will not be considered. Applications will not be returned.** Candidates will not be solicited for further experience/education background data or for proof of veterans' preference if that provided is found to be inadequate or incomplete.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, the United States Attorneys' Offices, and the United States Trustee Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.

#### **THE DEPARTMENT OF JUSTICE IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

Except where otherwise provided by law, there will be no discrimination based on color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### **VETERANS PREFERENCE IN HIRING**

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g. the DD 214 or other substantiating documents) to their submissions.